



# *Federal Labor Relations Authority*

## *Vacancy Announcement*

**Announcement No:** FLRA 06-06

**Position Title:** **Budget Officer**

**Pay Plan, Series,  
and Grade:**

GS-560-13

**Salary Range:** \$77,353 - \$100,554 USD per year  
(Salaries include 2006 locality rate for the Washington DC area.)

**Opening Date:** June 7, 2006

**Closing Date:** July 7, 2006

**Position Information:** Full-Time Permanent

**Type of Appointment:** Competitive

**Promotion Potential:** None

**Number of Positions:** One

**Duty Location(s):** FLRA Office of the Executive Director  
Washington DC Metro Area

### **Who May Apply:**

Applications will be accepted from current Federal employees with Status serving under a career or career-conditional appointment, former Federal employees with Status reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Candidates applying under Interagency Career Transition Assistance Program (ICTAP) who are located in the Washington, DC Commuting Area may apply. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

### **Travel and Relocation Expenses:**

Travel, transportation, and relocation expenses will **not** be paid by the agency. Any travel, transportation, and relocation associated with reporting for duty in this position will be the responsibility of the selected candidate.

### **Conditions of Employment:**

U.S. Citizenship

Financial Disclosure & Security Investigation may be required

### **Additional Info:**

The FLRA headquarters office is conveniently located one block north of the McPherson Square subway station in Washington, DC. Metrobus and a number of commuter buses are also nearby. Numerous eateries, shops, theaters, and historical sites are within walking distance.

### **Major Duties:**

The Budget Officer reports directly to the FLRA Executive Director. The second-level supervisor for this position is the FLRA Chairman. The Budget Officer has primary accountability and responsibility for the full range of staff responsibilities associated with the accurate and timely formulation, justification, presentation, and execution of the agency's annual budget. The FLRA Budget Officer advises the Executive Director and FLRA Chairman on requirements for the preparation, documentation, and submission of budget requests; reviews, analyzes, and edits budget estimates and requests for allotments for accuracy, format, and conformance with guidance; assists in analyzing the relative costs and benefits of alternative program plans; prepares budget documents and supporting material for submission to OMB and Congress; assists in responding to any requests for additional information related to budget submissions; prepares allotments and sub-allotments of funds for distribution of program managers; checks the propriety of obligations and expenditures; and provides guidance concerning the legal and regulatory aspects of the acquisition and use of funds for program and administrative purposes.

The employee independently plans, schedules, and coordinates work. Completed work is reviewed for soundness of overall approach and effectiveness in meeting requirements. Guidelines include OMB directives, legislation, regulations, agency directives, and broad program goals and objectives. The employee exercises a high degree of initiative and judgment in interpreting, applying, and recommending changes to agency budget policies and or legislation. Work involves selecting and using many different and unrelated analytical techniques and methods relative to substantive agency programs with widely varying needs, goals, and timetables. The employee develops the strategy for presenting budget for important substantive programs. Work involves analyzing, advising on, and recommending solutions to critical budgetary problems in all phases of budget financial administration. Work is sedentary, and performed in an office setting. At this advanced level, the employee applies new developments and theories to budgetary and financial problems not susceptible to treatment of accepted methods; recommendations and decisions are characterized by breadth and importance.

### **Qualifications Required:**

All qualification requirements including time-in-grade restrictions must be met within 30 days of the closing date of the announcement.

You must demonstrate, in your resume and responses to the Knowledge, Skills, and Abilities (KSA's) that you meet the qualification requirements described below.

Applicants must possess one year of specialized experience equivalent to the GS-12 level.

*Specialized Experience is defined as experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the work of this position. Typically, this experience is in work within this field or a field that is closely related. For this position, you must have demonstrated experience preparing budget justifications and supplemental supporting materials for use in presentations; assisting in interpreting program and budget policies; and the experience which demonstrates the ability to apply budget concepts, principles, and practices in order to provide advice and assistance on budget issues. Specialized experience includes, but is not limited to, preparing budget estimates, monitoring obligations and comparing to operating budget, reviewing algorithms, reviewing budget justifications in support of budget submissions, reviewing monthly status of funds, analyzing undelivered orders, coordinating information for briefings and bureau meetings, ensuring that budget documents form the proper foundation for budget limitations.*

### **HOW YOU WILL BE EVALUATED**

Those applicants who meet qualification requirements will be further evaluated by determining the extent to which their work or related experience, education, training, awards outside activities and/or supervisory appraisal, etc., indicate they possess the knowledge, skills and abilities (KSA's) of the positions. You will not receive credit for merely paraphrasing the KSA's on your application. The information you provide will be used to determine the "best qualified" candidates.

### **Knowledge, Skills, and Abilities (KSA's)**

You must address each of the following KSAs in writing as an attachment to your application. When describing your KSAs, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, and the sensitivity of the issues you handled.

1. Demonstrated experience applying the principles, concepts, and regulations/guidelines applicable to the Federal budget and appropriation process, including formulation, justification, and execution. (Describe your experience, training, awards, appraisals, etc., that would be indicative of your level of this KSA.)
2. Demonstrated ability to extract, review, and analyze numerical information, such as monthly obligations, budget requests, and cost estimates in order to prepare reports and analyses.
3. Skill in writing and presenting oral briefings of options for high-level management staff, in order to explain budget, financial, or other planning information requirements to agency personnel and to establish and maintain cooperative relationships with individuals within and outside the agency.

4. Skill in developing and using complex PC models using spreadsheet software for the purposes of (1) summarizing and presenting data (tracking and monitoring the plan), (2) variance analysis (comparing execution to plan); (3) forecasting (developing end-of-quarter projections), and (4) correlation analysis (analyzing costs and performance). (Describe your actual experience with Excel spreadsheets, automated financial management system(s), OMB MAX database system, FACTS II; training; awards; appraisals; etc. that reflect your level of skill to develop, use, and interpret PC spreadsheets models.)
5. Demonstrated ability to deal with a number of budgetary issues concurrently, including prioritizing and recommending solutions to problems. (Describe your experience and training that reflects your ability to deal with more than one issue at a time and to prioritize your assignments. Also, describe your experience that reflects your ability to analyze problems and provide solutions or recommendations.)

*Failure to respond to the above listed KSAs in writing, as an attachment to your application, will result in your application being considered incomplete and excluded from further consideration.*

#### **Application Rating Process:**

Once your complete application is received, we will evaluate your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 45 days of the closing date of this announcement. You will be notified of the outcome.

#### **How To Apply For This Position:**

Please refer to the attached Checklist to ensure your application package is complete.

Interested applicants must submit their resume with the information described on the attached "Application/Resume Checklist", so that the information is received at the following address by 5:00 p.m. Eastern Standard Time on the closing date of the announcement:

Mail: Federal Labor Relations Authority, Human Resources, 1400 K Street, NW, 4<sup>th</sup> Floor, Washington, DC 20005

Email: [resumes@flra.gov](mailto:resumes@flra.gov)

Fax: (202) 343-1006

To request a copy of this announcement, call the Job Line at (202) 218-7974 or (877) 303-8945. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>.

There is a statutory prohibition against using Government-franked envelopes to mail applications. Applications received in such envelopes will not be considered.

If additional information is required, please contact Ms. Nicho Clark-Pruett, Human Resources Specialist at (202) 218-7979.

#### **Special Remarks:**

- Selectee may be required to complete a trial/probationary period.
- If you are applying for a position and you are a person with a disability and need reasonable accommodation for any part of the application or hiring process, please notify the Agency at 202-218-7979. The decision whether to grant reasonable accommodation will be made on a case-by-case basis. Proof of eligibility for special consideration is required. Failure to submit all required documents and information requested by the closing date of this announcement will result in your application not being considered.
- Materials submitted, as a part of your application will not be returned. Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.
- Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not previously done so, using an application form such as the OF-612.
- If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.
- Privacy Act Notice (PL93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Agency Mission:**

The Federal Labor Relations Authority (FLRA) is a small independent agency of approximately 170 employees responsible for administering the labor-management relations program for non-postal Federal employees worldwide. The FLRA organizational structure includes: the Authority, the Office of the General Counsel, and the Federal Service Impasses Panel. For additional FLRA information, please visit our website at: [www.flra.gov](http://www.flra.gov).

**Employee Programs and Benefits:**

Depending upon the position, the FLRA offers a variety of benefits, including flexible work schedules; opportunities to attend skills enhancing and skills-maintenance training; and monetary and non-monetary awards. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. All employees are paid by electronic funds deposit.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employees Retirement System permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

**THE FEDERAL LABOR RELATIONS AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

## APPLICATION/RESUME CHECKLIST

*To ensure full and proper consideration, your application/resume must contain the following information. Failure to submit this information may result in non-consideration for the position.*

### **Job Information**

- Vacancy number, position title and grades(s)

### **Personal Information**

- Full name, mailing address (with zip code), phone numbers (with area code)
- Social Security Number
- Country of citizenship
- Veterans' preference
- Reinstatement eligibility, if any
- Title and series of highest Federal civilian job held, if any

### **Education**

- High school (name, city, state and zip code); date of diploma or GED
- Colleges or universities (name, city, state, and zip code); Majors
- Type and year of degrees received (if no degree, show semester/quarter hours).
- *Transcripts – will be required at time of appointment if not previously submitted.*

### **Work Experience**

- Title (include specific dates held, number of hours worked per week and, if Federal job, reflect series and grade)
- Duties
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month, day, and year)
- Number of hours worked per week and beginning and ending salary for each experience
- Indicate if we may contact current supervisor

### **Other Qualifications**

- Training (title, hours, year)
- Special skills (e.g., computer software/hardware, typing speed, etc.)
- Current certificates and licenses (e.g., Bar membership; CPA)
- Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking)

### **Knowledge, Skills, and Abilities**

You MUST address the listed factors on a separate sheet of paper and attach it to your application.

### **Performance Appraisal**

Applicants MUST submit a copy of most recent performance appraisal or statement explaining reason for non-submission.

### **SF-50, Notification of Personnel Action**

Applicants MUST submit a copy of most recent SF-50, Notification of Personnel Action, reflecting grade, title, series, annual pay, and current Competitive or Excepted Service Status.

### **Background Questionnaire (Optional)**

You are requested to complete the attached OPM Form 1386B, Applicant Race and National Origin Questionnaire  
([http://www.opm.gov/forms/pdf\\_fill/OPM1386B.pdf](http://www.opm.gov/forms/pdf_fill/OPM1386B.pdf)).

### **Veterans' Preference**

The following documented proof is required

- 5-point veteran's preference: DD-214, Certificate of Release or Discharge from Active Duty.
- 10-point veteran preference: SF-15  
([http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)), Application for 10-point Veteran Preference, plus the proof required by that form.

### **Disability Status**

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

### **CTAP or ICTAP Eligibility**

Individuals applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate their eligibility and submit proof.

U.S. Office of Personnel Management  
**APPLICANT RACE AND NATIONAL ORIGIN QUESTIONNAIRE**  
 \* For use when applying to agencies based on scholastic achievement  
 \* Please complete items 1 through 7

Form approved:  
 O.M.B. 3206-0095

1) Name (Last, First, Middle Initial)	2) Date (Month, Day, Year)	3) Social Security Number (SSN)
4) Title of Position to Which Applying	5) Grade of Position	6) Location of Position

**IMPORTANT INFORMATION**

The United States District Court for the District of Columbia, in a Decree approved in a lawsuit entitled Luevano v. Newman, Civil Action No. 79-0271, has ordered that Federal Government agencies provide data on the race and national origin of applicants for certain Federal occupations. The position for which you are applying is one of those occupations.

You are requested to complete this form. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit. Submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

This form is authorized for use by the Office of Personnel Management ONLY for the purposes of complying with the requirements of the Luevano v. Newman Decree.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 (November 22, 1943) for the orderly administration of personnel records. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Public burden reporting for this collection of information is estimated to take approximately 8 minutes per response, including time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0095), Washington, D.C. 20503.

**RACE AND/OR NATIONAL ORIGIN**

- 7) The categories below provide descriptions of race and national origins. Read the Definition of Category descriptions and check the box next to the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. **NOTE: Please mark only one box!**

**Name of Category**

**Definition of Category**

- |   |  |
|---|--|
| <input type="checkbox"/> A. American Indian or Alaska Native  | A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.  |
| <input type="checkbox"/> B. Asian or Pacific Pacific Islander | A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa. |
| <input type="checkbox"/> C. Black, not of Hispanic Origin     | A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.                                   |
| <input type="checkbox"/> D. Hispanic                          | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.  |
| <input type="checkbox"/> E. White, not of Hispanic Origin     | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.    |
| <input type="checkbox"/> F. Other                             | A person included in another category.   |

**FOR AGENCY USE ONLY**

Series  	OPM Zone (see reverse)  	Category  	Comments
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OPM Form 1386B (1-90)